



**TOWN OF BOXBOROUGH**  
**Meeting Minutes**  
**Library Trustees**

**January 21, 2021**

**7:30 PM**

**Location: Zoom Meeting with remote participation due to COVID 19 gathering restrictions.**

**Members Present:** Jennifer Campbell, Janet Glidden, Rob McNeece, Molly Wong (left 8:30-8:39), Nancy Settle-Murphy (7:43), Mary (7:58)

**Members Absent:** None

**Others Present:** Peishan Bartley (Library Director), Kevin Mahoney, Cheryl Mahoney

1. The meeting was called to order at 7:30 by Jennifer.
2. Kevin Mahoney gave an update about the Veteran's memorial. They ordered the plaque and it came in with an error and had to go back. They expect to be finished with the memorial in late spring. Kevin says they have an additional project to create a living archive of information, memories, and items in some sort of a database and asked if the library would be willing to link to that. Trustees, Peishan, and Kevin discussed the large scope of the archive project and made some recommendations for getting help putting it together. Some recommendations included reaching out to Minuteman Tech, grad students studying archives, and AB senior internships for doing data entry.
3. The minutes from October 23, 2020 were reviewed and approved. (Rob moved, Janet second)  
*Exhibit: Library Trustee Minutes Oct 23 2020*
  - a. **Roll call vote to approve: Nancy (Yes), Janet (Yes), Rob (Yes), Molly (Yes), Jennifer (Yes)**
4. The minutes from the December 14, 2020 meeting were reviewed and approved (Nancy moved, Janet second)  
*Exhibit: December 14th Minutes - Updated Draft*
  - a. **Roll call vote to approve: Nancy (Yes), Janet (Yes), Rob (Yes), Molly (Yes), Jennifer (Yes)**
5. The Director's Report was discussed:  
*Exhibit: Director's Report 2021-01-11.docx*  
*Exhibit: Circ Stats FY20 FY21 first half comparison.xlsx*  
*Exhibit: FY21 SML Expense Report.xlsx*  
*Exhibit: 610 Library v3.xlsx*
  - a. Accounting and Budget  
Trustees revisited the FY22 budget in light of new salary recommendation information from Town Hall. The new version three includes cost of living adjustments of 1.4% increase resulting in a \$1,711 increase in the total regular salary budget. The board voted on approving the new FY'22 budget which shows an overall increase of 1.64% over FY'21. (Nancy moved, Rob

seconded)

**Roll call vote to approve: Nancy (Yes), Janet (Yes), Rob (Yes), Molly (Yes), Jennifer (Yes), Mary (Yes)**

- b. Circulation numbers have remained strong overall. Some areas have decreased (DVD's and audiobooks), while children's book circulation has been very strong thanks to book bundles. Trustees discussed whether Peishan had received requests for in-person browsing. She said she had not received requests for that, but had been getting new requests for curbside pick-up.
  - c. Library Policies - Trustees discussed recent requests for nontraditional uses of the library - a wedding and filming a scripted film. The trustee didn't see a way to approve the request for filming without altering the current terms of use policy. It was recommended the filmmaker look into using the town Museum. The trustees also agreed to consider revisiting the policy if asked again.
  - d. Peishan attended a CWMARS meeting on CIPA (Children's Internet Protection Act). This Act provides funding (although amounts were unclear) to libraries that block or filter Internet access. These filters cause many unintended consequences such as filtering out entire websites or domains that can impede access to information. Peishan does not recommend these at this time.
  - e. There has been a quote received for \$65K for the back patio project. Peishan is working on creating a scope of work to get the bidding process started. It was recommended that she reach out to Ryan, Ed Kukula, and the designer, Kim, to see if they had templates or similar scopes of work she could use as a basis.
  - f. Peishan is calling a plumber to look at the kids' craft room sink, as the pressure is low. A locksmith came to look at the front doors, which are having issues with unlocking. The locksmith was unable to determine the problem, but is going to do research and follow up. In the meantime, staff and the cleaners have access through other doors.
  - g. One of the boilers for the HVAC system is extremely worn down and may need to be replaced. Peishan will look into costs, and it was mentioned that a reserve fund transfer may be required.
  - h. Staff relations are going well, especially with the addition of a third checkout station so they can further spread out and take mask breaks. It was recommended that they look into purchasing plastic mask inserts that keep masks away from your face. Peishan is very pleased with how Heather has stepped into leadership roles. Staff evaluations haven't yet happened, partly as much of the staff is new(ish), but will happen soon.
  - i. Peishan discussed upcoming library events which include a collaboration with the Bigelow Free Public Library to co-host "Armchair Travelers" series throughout the spring.
6. At 9:08, the trustees voted to go into an Executive Session to conduct a strategy session regarding non-union employee contract discussions. (Rob moved, Nancy seconded)

**Roll call vote to approve: Nancy (Yes), Janet (Yes), Rob (Yes), Molly (Yes), Jennifer (Yes), Mary (Yes)**

7. At 9:13, Trustees returned from the Executive Session.

8. Dates of next meetings: It was discussed and agreed that the next meeting will take place virtually on Zoom on Wednesday, February 17, 2021 at 7:00pm.

9. The meeting adjourned at 9:15 p.m. (**Mary** moved, **Rob** seconded). **Roll call vote to approve: Janet (Yes), Nancy (Yes), Mary (Yes), Rob (Yes), Molly (Yes), Jennifer (Yes)**

List of Exhibits used:

1. *Library Trustee Minutes Oct 23 2020*
2. *December 14th Minutes - Updated Draft*
3. *Director's Report 2021-01-11.docx*
4. *Circ Stats FY20 FY21 first half comparison.xlsx*
5. *FY21 SML Expense Report.xlsx*
6. *610 Library v3.xlsx*

Respectfully submitted,  
Molly Wong with support from Jennifer Campbell

SML Trustees Meeting Minutes January 21, 2021